



**Castle Rock Family Housing Complex**  
#41-38100 6<sup>th</sup> Ave, Squamish, BC, V8B0C7  
T: 604.892.5177, F: 604-892-2267

## Keep for Your Records. Do Not Return

Dear Applicant:

We welcome your application for consideration at the Castle Rock Family Housing Complex.

The following information will help you in living successfully in a subsidized housing situation:

1. **The purpose of subsidized housing** is to give support during a time of need and to help you get established in your life. After a time, you will move on and let someone more needy benefit.
2. As we are governed by BC HOUSING, in addition to the Residential Tenancy Act & the Provincial Privacy Act, there are more rules than for regular rentals.
  - **Proof of income** is imperative and is subject to audit. Qualifying for housing depends upon your income as rents are subsidized by BC Housing. An income review may be requested at any time.
  - **Working or EI:** your contribution is 30% of **gross** income, less a hydro deduction.
  - **Working:** \$200 is deducted before calculation of rent. If your income goes down, a reassessment may be done.
  - **EI or IA** (Employment Insurance or Income Assistance): changes in your situation to be reported at once. **Employment Insurance & Workers Compensation** incomes reviewed every 3 months.
  - **Income Assistance:** Ministry pays a flat rent.
  - An **annual rent review** is done in November with new rent to be paid in February.
  - **Annual Inspections** are done to check for damage/health & fire safety; 72 hour notice is given.

Three month inspections as required by District of Squamish (Controlled Substance Bylaw #1893).
  - **Abuse of drugs or alcohol:** You will be asked to sign statements that you won't **abuse drugs or alcohol and will follow the rules as listed in Tenants' Manual**.
  - **Crime Free Housing:** You will be asked to sign a statement that you, your family or guests will not commit crimes in or on Castle Rock property.
  - **Smoking:** Castle Rock is a smoke-free environment. You will be asked to sign statements that you or any guests in your home won't smoke in your unit or enclosed common spaces and will comply with provincial smoking laws.

3. **Other rules** you will need to be aware of:
  - Rent is due on or before the 1<sup>st</sup> day of the month.
  - 30 day written move out notice to be given by the last day of the month, to take affect on the last day of the following month.
  - Pets: no snakes, lizards, barnyard animals, exotic animals, or dogs are allowed. One cat is permitted.
  - Children on playground must be supervised.
  - Tenants are not allowed to paint or add trim to walls; Touch up paint is available.
  - Vehicles - must be insured, may be storage insurance; one vehicle only allowed on site unless special parking spot allocated.
  - No parking on central roadway of complex (fire lane); 10 minute drop-off or pick-ups allowed.
  - Visitors parking over 72 hours must register vehicle.
  - Dryer Hookups: we provide aluminum connections; no apartment-sized dryers; 220 V only.
  - We have pay laundry facilities.
  - Satellite dishes are not allowed to be attached to buildings.
  - Smoke Alarms must be kept connected.
  
4. **Miscellaneous Information**
  - Use of Castle Keep: may be booked free of charge for children's birthday parties.
  - Hydro, Cable, Telephone are your responsibility.
  
5. **Problems that may occur:**
  - Rental Deposit: ½ of **economic rent** (which we'll calculate for you)
  - Overnight Guests: maximum 14 days in any 90 day period, without landlord's consent.
  - Carports: must be kept tidy and outdoor freezers locked.

Housing at Castle Rock is in great demand and a waiting list is in place. Priority depends upon application information, proof received of income/rent documents, and need. We wish you the best with your application.

Sea to Sky Community Services

**Revised November 27, 2015**